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To: [Patel, Anish](#); [Rouse, Philip](#); [Fisher, Kelsey](#)
Cc: [Loesel, Matthew](#); [Mason, Steve](#); [Petersen, Chris](#)
Subject: tips on writing update
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Thanks everyone for your work in getting the updates generated. Wanted to offer up some basic advice that may help reduce the rewrites and expedite the completion of the document.

1. Over the years, Steve, Matt and I have learned that we need make sure each statement addresses WHO, WHAT, WHEN, WHERE, WHY, HOW MUCH, HOW OFTEN. After you read the statement if you still have any of these questions, please get the information from the field to address the questions. This will expedite the review of the draft and will reduce the calls we get asking additional questions.
2. When including information about monitoring or sampling results, make sure to include levels detected and location.
3. When discussing the work EPA's contractors have completed, will conduct, etc. simply state EPA has completed...
4. CTEH is ITC's contractor. When discussing what they have done, state ITC has
5. Dates should be written as March 23, 2019. Not numerical. Times should be standard format.
6. Acronyms need to be defined the first time we use them. ITC is identified in the Title. Spell out TCEQ in the first entry (unified command entry) and you don't have to spell it out in the ASPECT or TAGA discussion

Hope you find this useful.

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